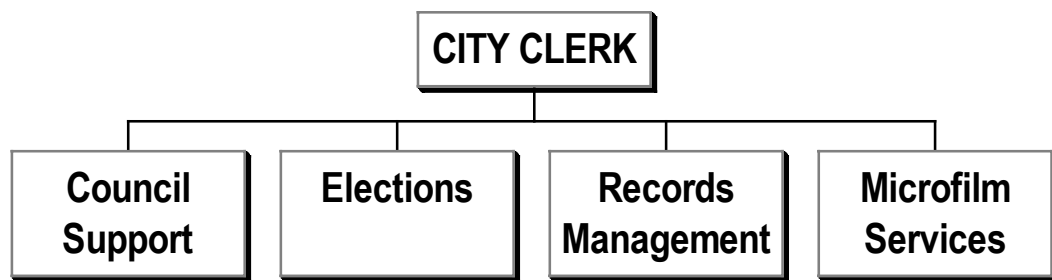


City Clerk



City Clerk Department

MISSION STATEMENT:

The City Clerk Department is a team comprised of highly dedicated and professional staff whose goal is to satisfactorily serve the public and City departments at the highest possible level of service and automation.

CUSTOMERS SERVED:

The residents of Long Beach, City departments and the general public.

PRIMARY ACTIVITIES:

Provide support services to the Mayor and City Council; maintain public records of the City of Long Beach; assist City departments in developing and maintaining records retention schedules; provide storage and retrieval and re-filing services; microfilm reproduction of records and the legal destruction of records; administer free elections in accordance with statutory requirements.

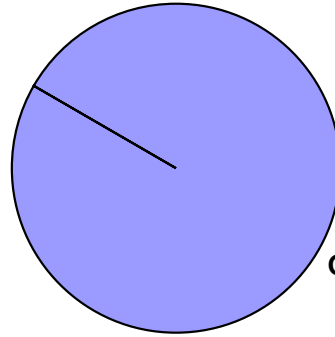
MAJOR ACCOMPLISHMENTS FY 01:

- The Department's good record keeping practices has brought revenue to the City in the form of Senate Bill 90 State reimbursements in the amount of \$108,740 from the 1999-2000 claim
- The City Clerk Department was the first department chosen to pilot the Document Imaging Project, which will allow the City Council agenda and most backup documents to be viewed over the Internet

NOTES:

The City Clerk Department is a City Council appointed department.

City Clerk Department Summary



**General Fund
100%**

Expenditures by Fund

	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,571,103	1,606,620	1,380,102	1,861,008
Non-Personal Services	579,914	802,500	632,150	950,802
Internal Services	552,697	521,861	491,461	584,336
Capital Outlay	0	0	35	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	2,703,713	2,930,981	2,503,749	3,396,146
REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue From Other Agencies	1,000	0	347,255	0
Charges for Services	187,482	3,900	4,344	3,900
Other Revenues	664,325	1,275	146,263	1,275
Interfund Services-Charges	0	0	0	0
Intrafund Services-GP Charges	142,877	150,877	138,067	170,877
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	995,684	156,052	635,929	176,052
PERSONNEL (FTE):	28.00	26.20	26.20	29.00

City Clerk Summary

SERVICES PROVIDED:

To provide a record of proceedings of the City Council and other public bodies; conduct City elections; provide records management and microfilming services.

SERVICE IMPROVEMENT OBJECTIVES:

The continuing goal of the City Clerk Department is complete customer satisfaction.

In Microfilm, user departments will be satisfactorily served based on a survey.

Council Support will track any agendas not posted within legal mandates.

Financial reporting will ensure that all affected statement of Economic Interest personnel are tracked for compliance.

Records Management will continue to measure the number of services (retention schedules, destructions, transfers) that are provided.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of meeting tapes copied	20	40	35	35
% of meeting agendas posted timely	100%	100%	100%	100%
# of retention schedules updated	2	1	3	1
% of departments well-served microfilm	100%	100%	100%	100%

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,571,103	1,606,620	1,380,102	1,861,008
Non-Personal Services	579,914	802,500	632,150	950,802
Internal Services	552,697	521,861	491,461	584,336
Capital Outlay	0	0	35	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	2,703,713	2,930,981	2,503,749	3,396,146

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	1,000	0	347,255	0
Charges for Services	187,482	3,900	4,344	3,900
Other Revenues	664,325	1,275	146,263	1,275
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	142,877	150,877	138,067	170,877
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	995,684	156,052	635,929	176,052

PERSONNEL (FTE):	28.00	26.20	26.20	29.00
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City Clerk Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
CITY CLERK	1.00	1.00	1.00	98,272	101,907
ADMINISTRATIVE AIDE II	-	-	1.00	-	44,192
ADMINISTRATIVE ANALYST III	1.00	1.00	1.00	66,331	68,321
ASSISTANT CITY CLERK	1.00	1.00	1.00	94,469	94,469
CHIEF DEPUTY CITY CLERK	2.00	2.00	2.00	147,339	151,760
CLERK TYPIST I	1.00	1.00	1.00	30,248	31,155
CLERK TYPIST II	1.00	1.00	1.00	32,635	33,614
CLERK TYPIST III	1.00	1.00	1.00	35,432	36,495
CLERK TYPIST IV	2.00	2.00	1.00	76,218	39,252
DEPUTY CITY CLERK I	6.00	6.00	6.00	308,773	318,036
DEPUTY CITY CLERK II	2.00	1.00	1.00	54,170	55,795
ELECTION EMPLOYEE/1	2.00	1.00	1.00	22,023	22,683
ELECTION EMPLOYEE/5	1.00	1.00	1.00	24,040	24,761
ELECTION EMPLOYEE/6	2.00	1.20	4.00	31,858	109,379
ELECTION SUPERVISOR	1.00	1.00	1.00	38,109	39,252
EXECUTIVE SECRETARY	1.00	1.00	1.00	48,840	48,840
MICROFILM TECHNICIAN	1.00	1.00	1.00	40,499	41,670
RECORDS MANAGER-CITY CLERK	1.00	1.00	1.00	54,170	55,795
SENIOR MINUTE CLERK	1.00	1.00	1.00	42,098	43,361
SPECIAL PROJECTS OFFICER-CITY CLERK	-	1.00	1.00	64,152	64,152
	=====	=====	=====	=====	=====
SUBTOTAL SALARIES	28.00	26.20	29.00	1,309,674	1,424,890
OVERTIME	---	---	---	20,000	20,600
FRINGE BENEFITS	---	---	---	310,205	356,240
ADMINISTRATIVE OVERHEAD	---	---	---	55,074	59,278
	=====	=====	=====	=====	=====
TOTAL	28.00	26.20	29.00	1,694,953	1,861,008



City Manager

City Manager Department

PURPOSE:

The City Manager is responsible for the administration of all departments of the City except the City Attorney, City Auditor, City Prosecutor, City Clerk, Civil Service, Legislative, Harbor and Water departments. Though the specific duties and responsibilities are set forth in the City Charter, the City Manager also plans and directs the implementation of City programs in accordance with City Council policies, the City Charter and the Municipal Code, and provides leadership for efficient and effective municipal services for the community.

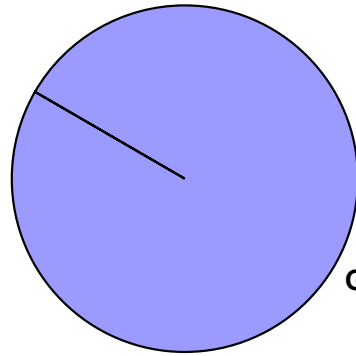
CUSTOMERS SERVED:

City Council, City departments, other governmental agencies, and the general public.

NOTES:

The following City Manager Department pages represent general city management activities. Certain citywide activities directed by the City Manager are included in the Financial Management & Citywide Activities Summary.

City Manager Department Summary



**General Fund
100%**

Expenditures by Fund

	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,471,413	1,320,472	1,865,774	1,836,827
Non-Personal Services	238,746	210,750	183,325	235,750
Internal Services	150,398	313,560	326,532	331,308
Capital Outlay	0	10,000	0	0
Debt Service	0	0	0	0
Operating Transfers	(152,568)	0	(259,801)	0
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	1,707,989	1,854,782	2,115,829	2,403,885
REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	44,322	75,355	75,355	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue From Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	0	0	(40)	0
Interfund Services-Charges	0	0	0	0
Intrafund Services-GP Charges	0	0	0	0
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	44,322	75,355	75,315	0
PERSONNEL (FTE):	26.70	26.00	26.00	31.00

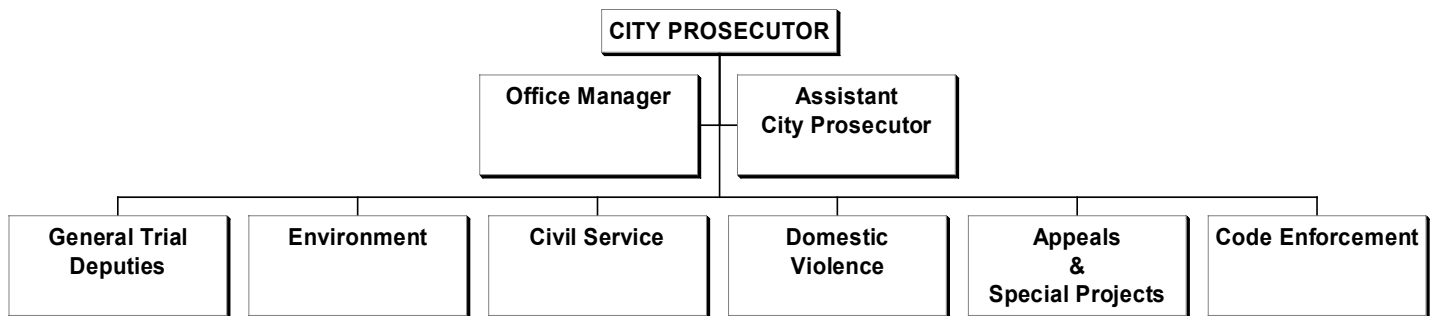
City Manager Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
CITY MANAGER	1.00	1.00	1.00	189,578	189,578
ADMINISTRATIVE ASST-CITY MANAGER	5.00	5.00	7.00	607,814	621,414
ASSISTANT CITY MANAGER	1.00	1.00	1.00	153,561	158,168
CLERK TYPIST II	0.70	1.00	1.00	28,408	29,260
CLERK TYPIST III	1.00	1.00	1.00	31,630	32,579
CONTRACTS OFFICER	1.00	1.00	1.00	92,175	94,940
DEPUTY CITY MANAGER	1.00	1.00	2.00	121,202	259,037
DIRECTOR-SPECIAL EVENTS	1.00	-	-	-	-
DIRECTOR-QUEENSWAY BAY	1.00	1.00	-	140,567	-
EXEC SECY TO ASST CITY MGR-CONF	2.00	1.00	1.00	56,174	57,859
EXEC SECY TO CITY MANAGER-CONF	1.00	1.00	1.00	63,210	65,106
EXECUTIVE SECRETARY	5.00	5.00	5.00	254,348	260,149
INVESTIGATOR - CITY MGR	3.00	3.00	2.00	158,262	108,673
MANAGEMENT ASSISTANT	2.00	2.00	3.00	75,269	116,291
PROGRAM SPECIALIST-CITY MANAGER	-	1.00	3.00	54,133	167,271
PUBLIC INFORMATION OFFICER	1.00	1.00	1.00	81,345	83,786
SECRETARY	-	-	1.00	-	39,075
	=====	=====	=====	=====	=====
SUBTOTAL SALARIES	26.70	26.00	31.00	2,107,677	2,283,186
OVERTIME	---	---	---	-	-
FRINGE BENEFITS	---	---	---	296,207	373,084
ADMINISTRATIVE OVERHEAD	---	---	---	53,669	66,468
EXP TRANSFER	---	---	---	(815,079)	(885,911)
	=====	=====	=====	=====	=====
TOTAL	26.70	26.00	31.00	1,642,474	1,836,827

NOTE: In accordance with the City Manager's employment agreement (Agreement #26015), the City Manager, in addition to an annual salary, is provided with \$8,000 per year towards a deferred compensation plan. The City Manager may choose to receive the \$8,000 per year or any portion thereof as part of his annual compensation. During FY 01, the City Manager opted to take the benefit in the form of compensation.

City Prosecutor



City Prosecutor Department

MISSION STATEMENT:

The Long Beach City Prosecutor's Office provides the finest municipal prosecution services for all persons in Long Beach by pursuing the highest standards of justice and balancing the needs of society with those of the individual.

CUSTOMERS SERVED:

City departments, general public and other law enforcement agencies.

PRIMARY ACTIVITIES:

Prosecutes all adult misdemeanors in the City of Long Beach, represents City management at Civil Service appeals, reviews and proposes penal ordinances for action and renders opinions on penal statutes for City officials.

MAJOR ACCOMPLISHMENTS FY 01:

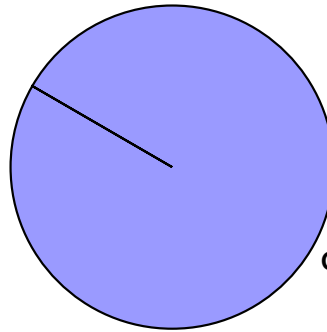
- Implemented new computer case management system
- Obtained over \$400,000 in grant funding for code enforcement, gang injunctions and other quality of life crimes
- Designed and implemented Community Prosecution Strategy

NOTES:

The City Prosecutor is an elected official department.

In this Department, it should be noted that \$98,500 in costs for code enforcement activities provided by this Department are transferred to the Community Development Department and supported by Community Development Block Grant funds.

City Prosecutor Department Summary



General Fund
100%

Expenditures by Fund

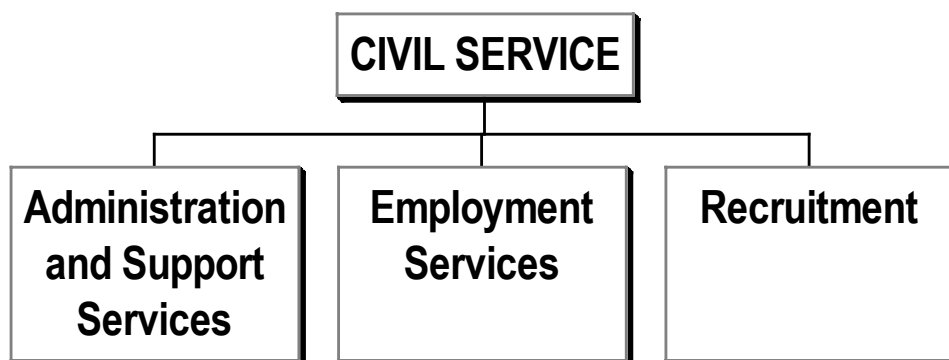
	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	2,705,121	3,013,959	2,874,922	3,318,423
Non-Personal Services	378,001	263,930	580,463	279,900
Internal Services	494,040	681,753	695,982	684,198
Capital Outlay	2,837	6,630	0	0
Debt Service	0	0	0	0
Operating Transfers	(82,289)	(82,588)	(82,588)	(98,500)
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
	-----	-----	-----	-----
TOTAL EXPENDITURES	3,497,709	3,883,684	4,068,780	4,184,021
REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	(1,324)	0
Revenue From Other Agencies	48,725	150,000	178,732	259,520
Charges for Services	0	0	0	0
Other Revenues	1,560	0	3,255	0
Interfund Services-Charges	0	0	0	0
Intrafund Services-GP Charges	0	0	0	0
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
	-----	-----	-----	-----
TOTAL REVENUES	50,285	150,000	180,663	259,520
PERSONNEL (FTE):	37.79	37.77	37.77	41.00

City Prosecutor Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
CITY PROSECUTOR	1.00	1.00	1.00	145,559	150,944
ASSISTANT CITY PROSECUTOR	1.00	1.00	1.00	117,350	117,350
CLERK TYPIST I - NC	2.00	-	-	-	-
CLERK TYPIST II - NC	-	0.80	0.60	24,069	18,052
DEPUTY CITY PROSECUTOR	15.00	17.00	18.00	1,275,670	1,350,709
INVESTIGATOR - CITY PROSECUTOR	1.79	1.97	1.90	101,315	100,647
LAW CLERK	2.00	1.00	-	46,252	-
LAW CLERK-PROSECUTOR	-	-	1.00	-	43,802
LEGAL ASSISTANT I	-	-	2.00	-	75,612
LEGAL ASSISTANT II	-	-	7.00	-	286,918
LEGAL OFFICE ASSISTANT	1.00	-	2.00	-	62,440
LEGAL SECRETARY I	3.00	1.00	-	36,673	-
LEGAL SECRETARY II	2.00	4.00	-	155,799	-
LEGAL STENOGRAPHER I	2.00	-	-	-	-
LEGAL STENOGRAPHER III	1.00	2.00	-	64,223	-
OFFICE MGR-PROSECUTOR-CONFIDENTIAL	1.00	1.00	1.00	62,475	64,349
OFFICE SPECIALIST-PROSECUTOR	-	-	3.50	-	168,026
PARALEGAL	1.00	1.00	-	40,591	-
PARALEGAL-PROSECUTOR	-	-	1.00	-	39,409
SENIOR LEGAL SECRETARY I	2.00	4.00	-	170,191	-
SENIOR LEGAL SECRETARY II	1.00	1.00	-	44,444	-
VICTIMS ADVOCATE	1.00	1.00	1.00	35,147	36,202
	=====	=====	=====	=====	=====
SUBTOTAL SALARIES	37.79	37.77	41.00	2,319,759	2,514,460
OVERTIME	---	---	---	15,768	20,360
FRINGE BENEFITS	---	---	---	580,837	653,940
ADMINISTRATIVE OVERHEAD	---	---	---	117,444	129,663
	=====	=====	=====	=====	=====
TOTAL	37.79	37.77	41.00	3,033,808	3,318,423

Civil Service



Civil Service Department

MISSION STATEMENT:

The Civil Service Department, with fairness, integrity and courtesy, ensures a qualified, service-oriented pool of candidates that reflects the diversity of the community through an unbiased, reliable and timely employment process.

CUSTOMERS SERVED:

The residents and businesses of Long Beach, City departments, City employees and the general employment-seeking public.

PRIMARY ACTIVITIES:

To recruit, test and certify the most highly qualified job applicants for the classified workforce that will equip user departments with the means to provide dependable, quality service to both residents and businesses. To carry out the City Council's commitment to affirmative action/equal employment opportunities (AA/EEO) and the merit principle. To assist in the training and development of employees, managers and supervisors. To administer a fair appeal process, monitor the hours of non-career employees and maintain the personnel records of 3,800 classified employees.

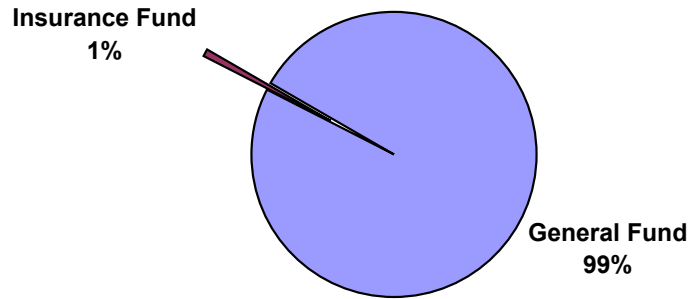
MAJOR ACCOMPLISHMENTS FY 01:

- Developed Department's Intranet and Internet Websites to offer additional useful information to customers and placed Civil Service Rules and Regulations, and Commission Policies on the Intranet
- Completed a major revision of the Civil Service Rules and Regulations
- Conducted a major recruitment and test for Police Recruit utilizing video testing
- Completed promotional examinations for Police Lieutenant, Police Sergeant, Battalion Chief and Fire Engineer
- Administered the Security Officer and Communications Dispatcher examinations on a two-per-year cycle
- In conjunction with Long Beach City College, initiated and developed a Communications Dispatcher class
- Employed continuous testing to fill Professional Engineering openings and initiated an Engineering Career Symposium and Open House for professional engineer positions attended by 240 potential job candidates
- Expeditiously revamped and administered Employee Appraisal Form and Training for managers and supervisors to ensure compliance with new Memorandum of Understanding agreement regarding merit based pay step increases
- Formalized the Reassignment for Training process and distributed marketing brochures to encourage both cross-training and employee development
- Completed a major report on the utilization of non-career employees
- Created several new classifications to accommodate the transfer of 168 Health Department Special Status Consultant positions into unclassified service

NOTES:

The Civil Service Department is a Commission governed department.

Civil Service Department Summary



Expenditures by Fund

	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,373,484	1,611,375	1,483,046	1,784,188
Non-Personal Services	333,079	234,750	346,461	340,250
Internal Services	501,560	457,699	490,775	444,066
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	(15,000)	0
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	2,208,124	2,303,824	2,305,282	2,568,504
REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue From Other Agencies	0	0	0	0
Charges for Services	0	0	614	0
Other Revenues	0	0	(518)	0
Interfund Services-Charges	0	0	0	0
Intrafund Services-GP Charges	0	0	0	0
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	0	0	97	0
PERSONNEL (FTE):	19.50	23.50	23.50	23.50

Administration and Support Services Division Summary

SERVICES PROVIDED:

Enforce City Charter mandated Civil Service Rules and Regulations; adjudicate appeals; maintain eligible and priority lists; certify candidates for selection; monitor non-career appointments; process personnel transactions; monitor performance appraisal system; and maintain employee records.

SERVICE IMPROVEMENT OBJECTIVES:

To conduct four training classes on Civil Service Rules and Regulations.

To certify 75% of personnel requisitions within 24 hours of receipt.

To modify or adopt Rules which will provide Management with optimal flexibility without compromising merit system principles.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of supervisory/management training classes conducted	4	4	4	4
% of personnel requisitions certified to within 24 hours of receipt	68%	80%	60%	75%

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	460,721	547,746	518,458	618,865
Non-Personal Services	131,235	77,250	98,009	77,250
Internal Services	375,105	375,665	360,668	387,061
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	967,061	1,000,661	977,135	1,083,176

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	435	0
Other Revenues	0	0	(518)	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	0	0	(83)	0

PERSONNEL (FTE):	5.00	5.50	5.50	5.50
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Employment Services Division Summary

SERVICES PROVIDED:

Develop and administer streamlined, job-related employment examinations in accordance with modern psychometric standards to ensure City departments are equipped with highly qualified pools of candidates for selection. Provide timely staff reports to the Civil Service Commission to meet the exceptional personnel needs of the user departments.

SERVICE IMPROVEMENT OBJECTIVES:

To establish 180 eligible lists.

To complete examinations within an average of 85 days.

To complete 98% of departmental requests for staff reports within established deadlines.

To conduct four managerial/supervisory training sessions on Employee Performance Appraisal.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of eligible lists established	140	130	220	180
Average exam turnaround days	76	97	80	85
% of reports completed within established deadlines	98%	98%	98%	98%
# of managerial/supervisory training classes conducted	4	4	4	4

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	730,269	881,180	812,714	972,161
Non-Personal Services	150,788	118,250	162,802	193,750
Internal Services	43,597	50,632	48,923	24,742
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	924,653	1,050,062	1,024,439	1,190,653

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	179	0
Other Revenues	0	0	0	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	0	0	179	0

PERSONNEL (FTE):	12.00	15.00	15.00	15.00
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Recruitment Division Summary

SERVICES PROVIDED:

Implement recruitment strategies that identify and attract qualified service-oriented applicants for City jobs.
Recruit, test and certify bilingual candidates.
Provide City departments with AA/EEO hiring opportunities.

SERVICE IMPROVEMENT OBJECTIVES:

To increase direct recruitment contacts by 10%.
To administer bilingual assessments for departments.
To recruit a pool of diverse applicants for City employment equivalent to the labor market.
To increase career counseling sessions by 10%.
To conduct seven managerial/supervisory training sessions on Employee Selection.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of community outreach visits	45	46	52	54
# of bilingual tests administered	102	100	101	105
# of career counseling sessions conducted	193	71	89	100
# of managerial/supervisory training classes conducted	6	6	6	7

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	182,495	182,449	151,874	193,162
Non-Personal Services	51,057	39,250	85,650	69,250
Internal Services	82,858	31,402	81,184	32,263
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	(15,000)	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	316,410	253,101	303,708	294,675

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	0	0	0	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	0	0	0	0

PERSONNEL (FTE):	2.50	3.00	3.00	3.00
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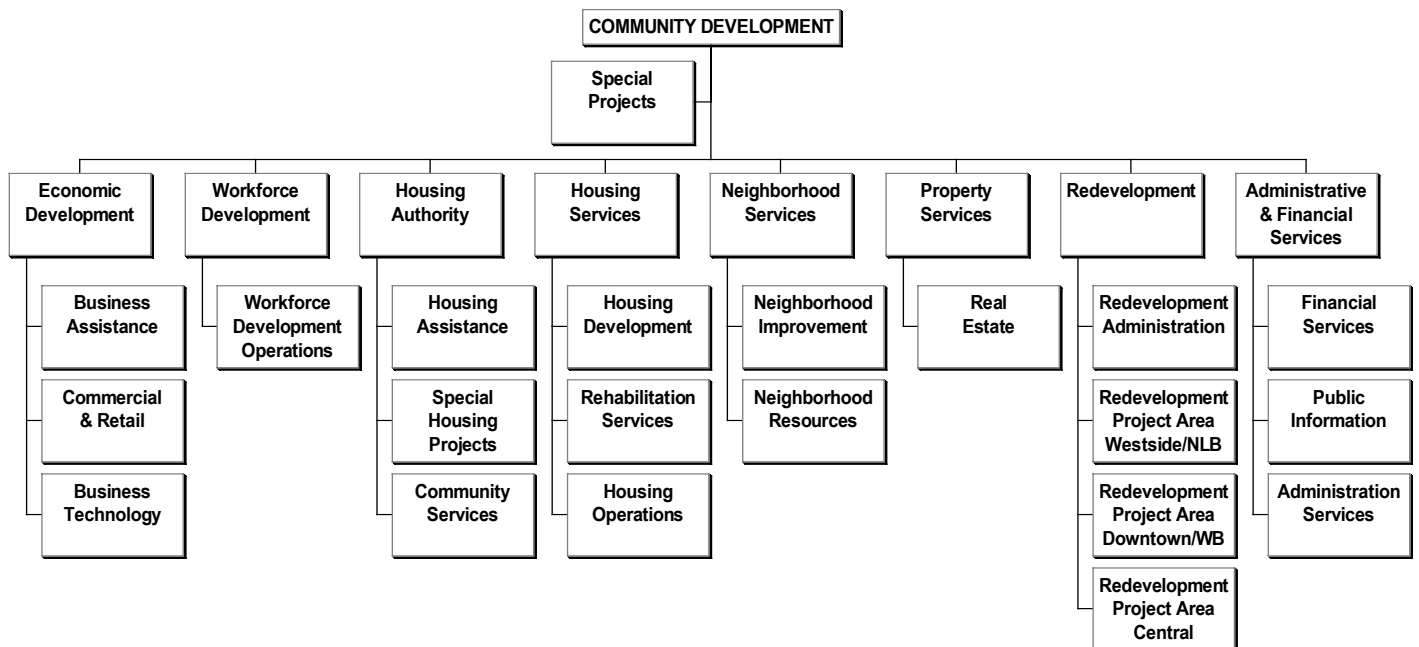
Civil Service Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
EXECUTIVE DIRECTOR-CIVIL SERVICE	1.00	1.00	1.00	114,299	114,299
ASST ADMINISTRATIVE ANALYST I - CONF	1.00	-	-	-	-
ASST ADMINISTRATIVE ANALYST II - CONF	1.00	2.00	2.00	102,697	105,777
CLERK TYPIST I	0.50	1.50	1.50	39,573	40,761
CLERK TYPIST II	1.00	2.00	2.00	58,854	60,532
CLERK TYPIST III	1.00	1.00	1.00	36,894	37,957
CLERK TYPIST IV	2.00	2.00	2.00	76,218	78,504
DEPUTY DIRECTOR-CIVIL SERVICE	1.00	1.00	1.00	100,416	100,416
EMPLOYMENT SERVICES OFFICER	1.00	1.00	1.00	88,051	88,051
EXECUTIVE SECRETARY	1.00	1.00	1.00	49,352	49,352
MEMBER-BOARDS AND COMMISSIONS	-	-	-	30,000	30,000
PAYROLL/PERSONNEL ASSISTANT III	1.00	1.00	1.00	39,037	40,208
PERSONNEL ANALYST I-CONFIDENTIAL	3.00	5.00	4.00	247,378	203,839
PERSONNEL ANALYST II-CONFIDENTIAL	2.00	1.00	2.00	59,526	122,623
PERSONNEL ANALYST III-CONFIDENTIAL	1.00	2.00	2.00	132,663	136,643
RECRUITMENT OFFICER-CIVIL SERVICE	1.00	1.00	1.00	71,896	71,896
SENIOR PAYROLL/PERSONNEL ASSISTANT	1.00	1.00	1.00	43,186	44,482
	=====	=====	=====	=====	=====
SUBTOTAL SALARIES	19.50	23.50	23.50	1,290,038	1,325,339
OVERTIME	---	---	---	-	-
FRINGE BENEFITS	---	---	---	326,895	390,098
ADMINISTRATIVE OVERHEAD	---	---	---	64,304	68,751
	=====	=====	=====	=====	=====
TOTAL	19.50	23.50	23.50	1,681,237	1,784,188



Community Development



Department of Community Development

MISSION STATEMENT:

To enhance the physical appearance of the City and its neighborhoods; to increase the availability of affordable housing; and to improve the economic well-being of the community and its residents.

CUSTOMERS SERVED:

Long Beach residents, businesses, community groups, City Council, City Manager, and other City departments.

PRIMARY ACTIVITIES:

Programs and services that focus on providing job placement skills and skills development; low and moderate income housing rehabilitation and development; rental housing tenant assistance; neighborhood revitalization and beautification; assistance with real estate transactions; business development, expansion and relocation; new commercial development; and the management of contract operations for certain City properties.

MAJOR ACCOMPLISHMENTS FY 01:

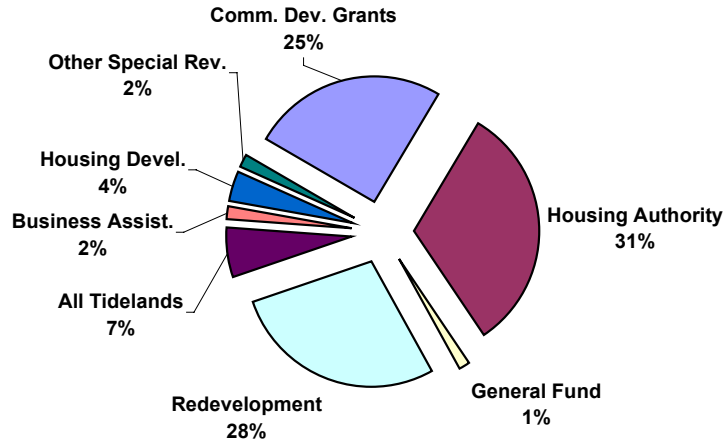
- Completed Long Beach Plaza demolition and began construction of new City Place
- Completed Renaissance Walk Housing project and sold all units
- Acquired Grisham Housing project properties and completed final design for renovation
- Completed North Long Beach Redevelopment project area strategic guide for development
- Substantially completed (90 percent) renovation and repair of meeting and hotel rooms on Queen Mary
- Planted 1,200 new street trees in cooperation with community groups
- Attracted four major new businesses, thereby creating 500 new jobs and revenue for the City
- Completed construction of 17 Artist Loft housing units in the East Village Arts District
- Selected Company for development of the Promenade between First and Third Streets
- Completed RDA plan review of Camden Housing Project to ensure consistency with downtown area
- Negotiated City entitlements and conceptual plan for Boeing industrial development
- Initiated departmental public information and communication improvement strategy
- Implemented a Citywide traffic safety education program by working with 35 community organizations funded by a \$750,000 State grant

NOTES:

The Department of Community Development is a City Manager department.

The Department's Full-Time Equivalent (FTE) total increased from 157.97 in FY 01 to 313.31 in FY 02. This is mainly due to the conversion of 144.0 FTE CSULB Foundation employees to City employee status.

Community Development Department Summary



Expenditures by Fund

	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	7,628,486	10,049,033	8,195,115	19,410,715
Non-Personal Services	82,117,230	85,777,521	94,490,588	85,491,804
Internal Services	4,210,094	3,600,740	4,247,743	3,760,281
Capital Outlay	3,829,439	3,448,909	454,795	3,385,000
Debt Service	16,241,017	12,959,256	19,343,613	16,005,517
Operating Transfers	6,444,510	9,030,242	10,182,140	3,960,592
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	(47,560)	0
TOTAL EXPENDITURES	120,470,776	124,865,701	136,866,434	132,013,908
REVENUES:				
Property Taxes	22,923,401	21,544,000	23,980,268	23,717,751
Other Taxes	4,422,663	4,622,459	4,934,565	6,530,691
Licenses and Permits	55,054	900	116,095	7,700
Fines and Forfeitures	0	0	0	0
Use of Money & Property	15,551,321	12,566,849	13,854,356	13,922,301
Revenue From Other Agencies	68,614,026	76,216,286	70,030,583	68,727,659
Charges for Services	0	50	5	0
Other Revenues	10,910,801	2,462,886	6,210,024	8,048,948
Interfund Services-Charges	231,938	178,725	223,591	169,558
Intrafund Services-GP Charges	205,545	215,687	694,957	235,115
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	1,884,736	1,767,005	7,654,466	1,189,240
Operating Transfers	688,113	3,200,051	7,541,313	2,741,450
TOTAL REVENUES	125,487,599	122,774,898	135,240,224	125,290,413
PERSONNEL (FTE):	147.30	157.97	157.97	313.31

Administrative and Financial Services Bureau Summary

SERVICES PROVIDED:

The Bureau is an internal service bureau within Community Development which provides financial, budgetary, personnel, human resources, employee benefit, training, safety and risk management support to the Department.

SERVICE IMPROVEMENT OBJECTIVES:

Coordinate departmental public information and communication improvement strategy.

Streamline internal financial and budgeting procedures to enhance operating efficiency.

Improve internal HR procedures to increase ability to serve Department employees and hire new employees.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Media contacts	New	New	15	20
Departmental Information Packages Distributed	New	New	100	150
Primary Budget Coordinator Meetings	6	0	7	12
Distribution of Quarterly Dept. Financial Report	New	New	1	4
New Employee Orientation Meetings	New	New	2	6

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	802,416	801,849	811,037	997,495
Non-Personal Services	113,918	124,170	244,209	342,214
Internal Services	(981,323)	(1,023,240)	(1,122,731)	(1,420,422)
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	43,599	97,221	94,964	110,113
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	(21,390)	0	27,480	29,400

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	329	0	98	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	329	0	98	0

PERSONNEL (FTE):	11.00	11.00	11.00	13.20
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Economic Development Bureau Summary

SERVICES PROVIDED:

Business attraction and retention; permit process assistance and business incentive packages; site selection and corridor revitalization; technical and financial assistance; business technology services.

SERVICE IMPROVEMENT OBJECTIVES:

Develop new Business Technology Division to enhance City's use of technology for business recruitment and online tools. Increase business outreach in Redevelopment project areas.

Provide high quality comprehensive economic development services focusing on business attraction, retention, finance and growth.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Business Loan Services	46	55	62	65
Online Business Development Tools	New	New	2	5
Business Technology Recruitment	New	New	1	3
# of Site Visits to Businesses in Redevelopment Areas	New	New	150	200

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,080,645	1,929,001	812,831	2,170,112
Non-Personal Services	22,738,111	18,079,512	3,945,464	6,614,034
Internal Services	2,169,463	1,591,691	496,878	439,764
Capital Outlay	163,019	0	15,000	0
Debt Service	324,998	215,168	332,219	213,900
Operating Transfers	(259,494)	0	(108,670)	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	26,216,742	21,815,372	5,493,721	9,437,810

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	1,546,886	1,622,459	1,674,226	2,917,691
Licenses and Permits	9,050	0	10,400	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	729,919	619,526	644,609	1,173,464
Revenue from Other Agencies	19,123,635	15,782,344	113,768	300,000
Charges for Services	0	0	0	0
Other Revenues	1,158,516	717,000	(512,973)	1,548,831
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	195,000	0	195,000	2,000,000
TOTAL REVENUES	22,763,006	18,741,329	2,125,031	7,939,986

PERSONNEL (FTE):	27.16	27.16	16.16	31.17
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Housing Authority Bureau Summary

SERVICES PROVIDED:

Low-income family certification and unit qualification for participation in federally-funded residential rental assistance program.

SERVICE IMPROVEMENT OBJECTIVES:

Maximize the use of the rental assistance program by assisting 4,841 households, or 100% of authorization.

Ensure compliance with program requirements by completing all recertifications and other annual activities at least 45 days before the anniversary date.

Improve service to tenants and landlords by scheduling inspections within eight calendar days of the request and processing claims within four weeks of submission of the complete request.

Improve the success rate of Family Self-Sufficiency (FSS) participants through delivery of available services.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Utilization of Authorized Units	5,370	4,481	5,674	5,543
% Utilization of Authorized Units	98%	100%	99%	100%
Enrollment of HUD-mandated FSS Participants	800	800	875	800
% of FSS Enrollment	100%	100%	108%	100%

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,961,048	2,332,919	2,051,669	3,130,012
Non-Personal Services	32,258,993	38,729,034	33,284,606	38,401,242
Capital Outlay	897,937	763,605	777,802	883,355
Capital Outlay	5,376	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	35,123,354	41,825,558	36,114,078	42,414,609

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	181,351	143,657	203,195	219,792
Revenue from Other Agencies	35,198,266	42,062,338	36,691,955	42,229,126
Charges for Services	0	0	0	0
Other Revenues	30,163	4,550	33,378	4,550
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	35,409,781	42,210,545	36,928,528	42,453,468

PERSONNEL (FTE):	43.00	43.00	43.00	56.00
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Housing Services Bureau Summary

SERVICES PROVIDED:

Promotion, preservation and expansion of home ownership opportunities and rental housing units that are affordable, and financial assistance to existing low- and moderate-income property owners to ensure safe, sanitary and decent housing, and improvement of housing stock.

SERVICE IMPROVEMENT OBJECTIVES:

Improve the quality of life of customers served by providing: first time homebuyer assistance programs; affordable home ownership units; and affordable rental units.

Increase efforts to market homebuyer assistance programs and rehabilitation loan programs.

Improve communication with other bureaus and departments to facilitate cross-marketing of compatible or alternative programs to inform customers of all available opportunities.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of first time homebuyers assisted	163	300	176	225
# of affordable rental units provided	24	120	24	120
# of single-family, owner-occupied units assisted	61	60	76	92
# of rental units rehabilitated	300	250	300	300
# of household units provided rental assistance	50	80	164	176

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	766,060	805,134	802,216	1,415,427
Non-Personal Services	7,153,893	5,521,963	13,641,176	7,244,096
Internal Services	441,845	286,709	386,140	309,250
Capital Outlay	1,971,944	3,103,909	5,614	2,350,000
Debt Service	1,227,411	0	0	0
Operating Transfers	8,720	1,500,000	3,556,039	10,000
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	11,569,873	11,217,714	18,391,186	11,328,774

REVENUES:				
Property Taxes	4,414,335	3,453,503	4,729,264	3,968,751
Other Taxes	0	0	0	0
Licenses and Permits	34,122	0	96,925	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	1,700,371	762,771	1,000,890	752,214
Revenue from Other Agencies	3,405,437	5,474,604	7,776,956	4,873,000
Charges for Services	0	0	0	0
Other Revenues	3,655,916	1,340,136	1,735,845	2,843,082
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	921,322	800,000	5,230,005	250,000
Operating Transfers	(814,600)	38,683	(423,085)	(400,000)
TOTAL REVENUES	13,316,903	11,869,697	20,146,799	12,287,047

PERSONNEL (FTE):	11.38	11.38	11.38	19.38
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Neighborhood Services Bureau Summary

SERVICES PROVIDED:

Assist residents of low-income neighborhoods through coordinating and delivering of federally funded programs and services designed to reduce social, physical and economic distress. Also provide assistance to neighborhood business and community organizations Citywide through programs and services provided by the Neighborhood Resource Center.

SERVICE IMPROVEMENT OBJECTIVES:

Increase resident involvement in community projects to 175.

Increase Home Improvement Rebates offered in Neighborhood Improvement Strategy (NIS) areas and Redevelopment Project Areas.

Increase participation of Citywide organizations utilizing programs and services provided by the Neighborhood Resource Center.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Resident Involved Community Improvement Projects	160	170	143	175
Home Improvement Rebates Issued	705	425	425	450
Neighborhood Resource Center Workshops, Seminars, and Neighborhood Events	426	200	566	594

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,212,590	1,909,450	1,041,739	2,487,991
Non-Personal Services	2,904,319	3,313,864	3,171,385	2,316,630
Internal Services	773,235	920,543	822,573	955,214
Capital Outlay	8,771	0	391,263	0
Debt Service	140,400	140,400	140,400	587,997
Operating Transfers	3,071,955	3,159,139	2,992,599	3,886,328
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	8,111,269	9,443,396	8,559,958	10,234,160

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	3,850	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	8,605	6,000	(1,019)	0
Revenue from Other Agencies	9,798,635	9,722,000	6,705,859	10,065,620
Charges for Services	0	0	0	0
Other Revenues	1,025,193	0	2,579,650	3,351,985
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	10,836,283	9,728,000	9,284,490	13,417,605

PERSONNEL (FTE):	25.76	35.76	35.76	45.76
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Property Services Bureau Summary

SERVICES PROVIDED:

Property management and real estate services for City-owned properties; negotiation of lease and development agreements.

SERVICE IMPROVEMENT OBJECTIVES:

Structure development agreements to maximize revenues to the City.

Ensure that long-term interests of the City are protected in all real estate transactions.

Complete new real estate agreements.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Real Estate Agreements (leases, amendments)	20	15	17	6
Development Projects	6	5	3	3
Properties Managed	68	60	68	68
Properties Acquired	10	35	57	60
Code Enforcement Properties Cleaned	305	300	390	300
Properties Sold	12	15	43	25

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	646,682	824,191	746,770	863,295
Non-Personal Services	751,655	284,261	1,141,728	294,181
Internal Services	187,514	212,709	170,601	123,841
Capital Outlay	4,108	0	1,316	0
Debt Service	0	662,000	0	0
Operating Transfers	3,386	0	(54,118)	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	1,593,346	1,983,161	2,006,297	1,281,317

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	3,141,288	2,847,385	3,577,226	3,343,829
Revenue from Other Agencies	35,000	0	0	0
Charges for Services	0	0	0	0
Other Revenues	599,496	0	12,541	0
Interfund Services - Charges	231,938	178,725	223,591	169,558
Intrafund Services - GP Charges	205,545	215,687	694,957	235,115
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	4,213,266	3,241,797	4,508,315	3,748,502

PERSONNEL (FTE):	10.00	10.67	10.67	11.00
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Redevelopment Bureau Summary

SERVICES PROVIDED:

The elimination of physical, social and economic blight within the redevelopment project areas.

SERVICE IMPROVEMENT OBJECTIVES:

Provide funding for business assistance programs.
 Work with the public to create strategic plans for project areas.
 Create new parks in redevelopment project areas.
 Encourage community participation in all redevelopment activity.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Project Areas with Business Assistance Programs	1	2	2	4
Project Areas with Strategic Plans	1	2	2	4
New Parks Created	0	0	0	3
Project Area Committee Meetings Held	34	34	34	34

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,055,079	1,295,536	1,155,553	1,429,077
Non-Personal Services	6,601,254	12,160,951	13,297,844	15,121,687
Internal Services	509,491	565,379	602,527	564,774
Capital Outlay	1,676,221	345,000	0	1,035,000
Debt Service	14,548,208	11,941,688	18,870,994	15,203,620
Operating Transfers	3,567,625	4,295,450	3,647,610	3,373,948
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	27,957,878	30,604,004	37,574,528	36,728,105

REVENUES:				
Property Taxes	18,509,065	18,090,497	19,251,004	19,749,000
Other Taxes	2,875,777	3,000,000	3,260,339	3,613,000
Licenses and Permits	8,032	900	8,770	7,700
Fines and Forfeitures	0	0	0	0
Use of Money & Property	4,824,947	4,197,589	5,091,938	4,388,081
Revenue from Other Agencies	1,053,053	3,175,000	(298,239)	875,000
Charges for Services	0	50	5	0
Other Revenues	4,441,173	401,200	2,317,907	300,500
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	963,415	967,005	2,424,462	939,240
Operating Transfers	814,600	2,664,918	7,278,838	645,000
TOTAL REVENUES	33,490,062	32,497,159	39,335,023	30,517,521

PERSONNEL (FTE):	17.00	17.00	17.00	17.00
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Special Projects Division Summary

SERVICES PROVIDED:

Supervise the operations, maintenance and development of the Convention Center, Queen Mary, and the Hyatt Hotel.
Represent the Department on several Citywide committees and handle special assignments for the Director.

SERVICE IMPROVEMENT OBJECTIVES:

Meet with facilities staff to review preventive maintenance programs to minimize the number of emergency repairs.
Provide site inspection, meet with facilities staff to expedite repairs, replacements, scheduled maintenance and CIPs.
Work with facilities staff to increase event booking and reduce maintenance cost to the City's Tidelands Fund.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of Queen Mary site visits	12	12	14	13
# of Convention Center site visits	26	26	25	27
# of Hyatt Regency Hotel site visits	6	6	8	7

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	103,965	150,954	133,474	141,693
Non-Personal Services	9,595,086	7,563,766	9,258,233	8,166,327
Internal Services	211,933	283,344	300,397	306,248
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	8,720	(21,568)	0	(21,569)
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	(47,560)	0
TOTAL EXPENDITURES	9,919,704	7,976,496	9,644,544	8,592,699

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	4,964,842	3,989,921	3,341,045	3,944,921
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	15	0	0	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	493,113	496,450	490,561	496,450
TOTAL REVENUES	5,457,970	4,486,371	3,831,605	4,441,371

PERSONNEL (FTE):	2.00	2.00	2.00	1.80
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Workforce Development Bureau Summary

SERVICES PROVIDED:

Recruiting and attracting qualified employees for businesses; providing skills upgrade training to employees of businesses; assessing local trends and needs to close skills gaps; assisting with business closures and downsizing; skills and on-the-job training in demand occupations; career center services to prepare and assist residents with employment goals; supportive services to assist in career transitions; employment and career preparation services/training to youth.

SERVICE IMPROVEMENT OBJECTIVES:

Increase access to core resources for residents.
 Increase employment among residents and dislocated workers.
 Increase economic power of adult residents.
 Increase job/career readiness of Long Beach youth.
 Expand access of business services among local employers.
 Ensure satisfaction with services among business and residential customers.
 Align effectively with local labor trends and economic priorities.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Residents accessing resource centers monthly	4,500	8,500	8,500	9,000
Earnings increase - adult residents	0	3,500	3,500	3,600
Employment rate - dislocated workers	63%	65%	65%	66%
Skills attainment - youth served	0%	67%	67%	70%
Core business services provided	1,050	1,200	1,200	1,350
Adult Customer Satisfaction Index (ACSI) Score	0	66	66	67

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	0	0	639,825	6,775,613
Non-Personal Services	0	0	16,505,942	6,991,392
Internal Services	0	0	1,813,557	1,598,257
Capital Outlay	0	0	41,602	0
Debt Service	0	0	0	0
Operating Transfers	0	0	53,715	(3,398,228)
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	0	0	19,054,642	11,967,034

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	(3,528)	100,000
Revenue from Other Agencies	0	0	19,040,284	10,384,913
Charges for Services	0	0	0	0
Other Revenues	0	0	43,579	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	0	0	19,080,336	10,484,913

PERSONNEL (FTE):	0.00	0.00	11.00	118.00
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Community Development Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
DIRECTOR-COMMUNITY DEVELOPMENT	1.00	1.00	1.00	149,439	153,923
ACCOUNTING CLERK II	-	1.00	1.00	30,107	31,010
ACCOUNTING CLERK III	2.00	3.00	3.00	111,549	114,896
ADMINISTRATIVE AIDE II	1.00	1.00	1.00	43,186	44,482
ADMINISTRATIVE ANALYST I	7.00	7.00	6.00	355,747	314,073
ADMINISTRATIVE ANALYST II	4.00	3.00	3.00	172,188	177,354
ADMINISTRATIVE ANALYST III	1.00	3.00	3.00	180,204	185,610
ADMINISTRATIVE INTERN-NC/H28	6.92	4.92	4.93	90,434	90,617
ADMINISTRATIVE INTERN-NC/H34	-	1.00	-	23,246	-
ADMINISTRATIVE INTERN-NC/H38	0.38	0.38	0.38	10,914	10,914
ADMINISTRATIVE OFFICER - CD	-	-	1.00	-	75,000
ASST ADMIN ANALYST I	2.00	2.00	2.00	85,534	88,056
ASST ADMIN ANALYST II	5.00	5.00	6.00	224,503	277,486
BUSINESS ASSISTANCE OFFICER	1.00	1.00	1.00	86,595	89,193
BUSINESS TECHNOLOGY OFFICER	-	-	1.00	-	79,000
CLERK SUPERVISOR	1.00	1.00	1.00	41,027	42,258
CLERK TYPIST II	14.00	12.67	13.00	376,971	398,306
CLERK TYPIST III	18.00	18.00	19.00	613,755	663,191
CLERK TYPIST IV	1.00	1.00	1.00	38,109	39,252
COMMERCIAL & RETAIL DVLPT OFFICER	1.00	1.00	1.00	88,001	90,641
COMMUNITY DEVELOPMENT ANALYST I	3.00	2.00	-	150,248	-
COMMUNITY DEVELOPMENT ANALYST II	3.00	3.00	4.00	172,363	241,519
COMMUNITY DEVELOPMENT ANALYST III	1.00	1.00	1.00	66,331	68,321
COMMUNITY DEVELOPMENT COORD.	-	-	-	-	-
COMMUNITY SERVICE OFFICER	-	1.00	1.00	61,700	63,550
COMMUNITY WORKER-NC	-	10.00	10.00	269,483	269,483
CD CLERICAL ASSISTANT I	-	-	2.00	-	48,565
CD CLERICAL ASSISTANT II	-	-	14.00	-	380,932
CD CLERICAL ASSISTANT III	-	-	8.00	-	246,319
CD COORDINATOR I	-	-	5.00	-	278,544
CD COORDINATOR II	-	-	2.00	-	126,527
CD COORDINATOR III	-	-	3.00	-	190,098
CD SPECIALIST I	-	-	27.00	-	1,195,368
CD SPECIALIST II	-	-	24.00	-	1,186,070
CD SPECIALIST III	-	-	9.00	-	515,381
CD TECHNICIAN I	-	-	3.00	-	95,033
CD TECHNICIAN II	-	-	13.00	-	453,028
	=====	=====	=====	=====	=====
SUBTOTAL PAGE 1	73.30	83.97	195.31	3,441,634	8,324,000

Community Development Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
SUBTOTAL PAGE 1	73.30	83.97	195.31	3,441,634	8,324,000
CD TECHNICIAN III	-	-	22.00	-	842,103
CD TECHNICIAN IV	-	-	12.00	-	534,331
DEVELOPMENT PROJECT MANAGER II	3.00	4.00	4.00	268,312	273,600
DEVELOPMENT PROJECT MANAGER III	5.00	4.00	5.00	291,964	367,550
ECONOMIC DEVELOPMENT SPECIALIST II	2.00	2.00	2.00	111,375	117,626
ECONOMIC DEVELOPMENT SPECIALIST III	1.00	1.00	1.00	65,938	67,916
EXECUTIVE SECRETARY	1.00	1.00	1.00	47,680	49,110
FINANCIAL SERVICES OFFICER	-	-	1.00	-	76,108
FINANCIAL SVCS OFCR-COM DEV	1.00	1.00	-	73,891	-
HOUSING ASSISTANCE COORDINATOR	3.00	3.00	4.00	148,996	204,620
HOUSING ASSISTANCE OFFICER	2.00	1.00	1.00	76,862	79,168
HOUSING DEVELOPMENT OFFICER	1.00	1.00	1.00	86,038	88,619
HOUSING OPERATIONS OFFICER	-	-	1.00	-	87,602
HOUSING REHABILITATION SUPERVISOR II	1.00	1.00	1.00	63,021	64,911
HOUSING SPECIALIST II	-	-	17.00	-	666,389
HOUSING SPECIALIST III	-	-	10.00	-	441,538
MANAGER-ADMIN & FINANCIAL SERVICES	1.00	1.00	1.00	88,356	91,006
MANAGER-ECONOMIC DEVELOPMENT	1.00	1.00	1.00	116,150	115,000
MANAGER-HOUSING AUTHORITY	1.00	1.00	1.00	96,585	99,482
MANAGER-HOUSING SERVICES	1.00	1.00	1.00	95,950	98,829
MANAGER-NEIGHBORHOOD SERVICES	1.00	1.00	1.00	97,641	100,570
MANAGER-PROPERTY SERVICES	1.00	1.00	1.00	92,755	95,537
MANAGER-REDEVELOPMENT	1.00	1.00	1.00	121,832	125,487
MANAGER-WORKFORCE DEVELOPMENT	-	-	1.00	-	101,350
MEMBERS BOARDS AND COMMISSIONS	-	-	-	26,996	27,100
NEIGHBORHOOD IMPROVEMENT OFFICER	1.00	1.00	1.00	80,800	80,000
NEIGHBORHOOD RESOURCES OFFICER	1.00	1.00	1.00	59,740	61,533
OCCUPANCY SPECIALIST I	13.00	10.00	-	350,598	-
OCCUPANCY SPECIALIST II	3.00	6.00	-	226,307	-
PAYROLL/PERSONNEL ASSISTANT II	1.00	1.00	1.00	32,330	33,300
PROPERTY MGMT SPECIALIST I	4.00	4.00	-	168,819	-
PROPERTY MGMT SPECIALIST II	2.00	2.00	-	93,037	-
PUBLIC INFORMATION OFFICER	-	-	1.00	-	83,786
REAL ESTATE OFFICER	1.00	1.00	1.00	82,451	84,924
REAL ESTATE TECHNICIAN II	1.00	1.00	1.00	42,822	44,107
	=====	=====	=====	=====	=====
SUBTOTAL PAGE 2	127.30	136.97	292.31	6,548,879	13,527,203

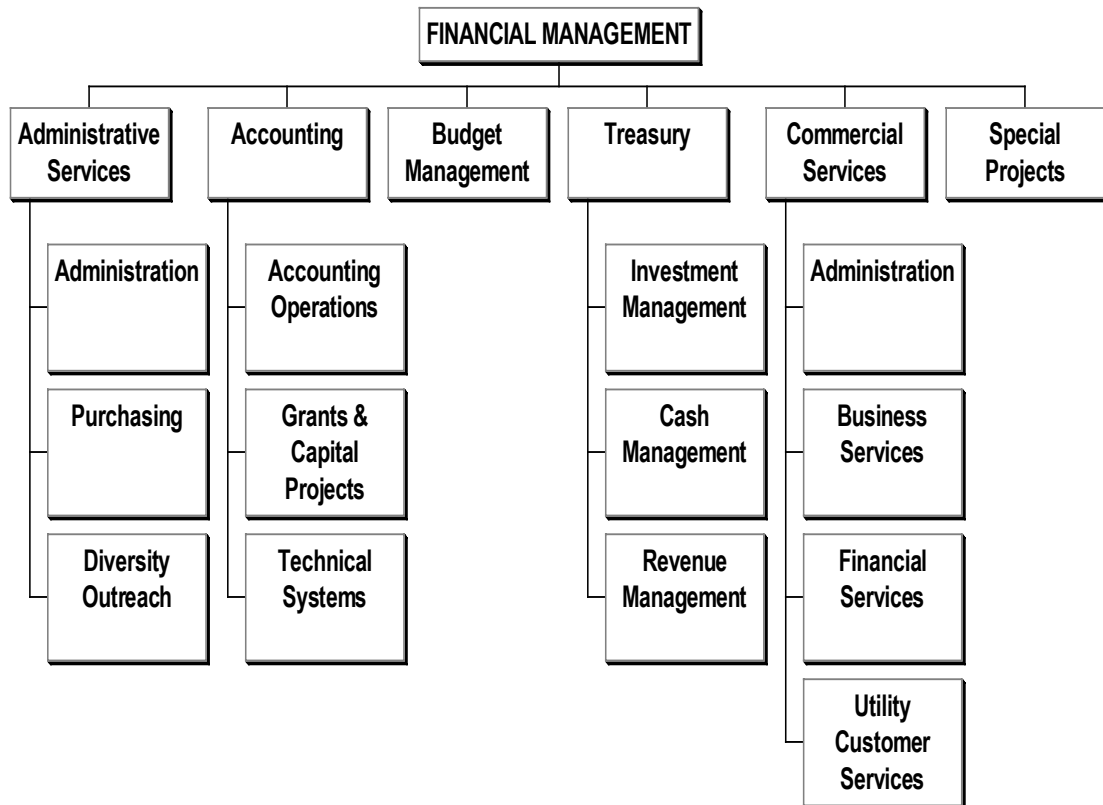
Community Development Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

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Financial Management



Department of Financial Management

MISSION STATEMENT:

The Financial Management Department is a team committed to quality. We believe in dependable and efficient customer service delivered in a helpful, timely and responsive manner. We strive to provide effective leadership through innovative solutions consistent with professional and legal standards, personal integrity and the public trust.

CUSTOMERS SERVED:

City Council, City Manager, all City departments, suppliers of goods and services, bond holders, active/retired employees, grant agencies, assessment districts, and the general public.

PRIMARY ACTIVITIES:

The Department of Financial Management administers the financial affairs of the City of Long Beach. The Department manages the City's revenues, expenditures, investments, purchasing, accounting, budgeting and debt. The Department provides the City's departments and residents with dependable and efficient quality services in billing and collections for utility and other City services, taxation, cash management and other fiscal functions in accordance with legal and professional standards.

MAJOR ACCOMPLISHMENTS FY 01:

- First city in the United States to receive Investment Pool rating of AA+ and volatility rating of S1 by Standard & Poor's, which is the highest rating possible
- Assisted Aquarium of the Pacific with operations and debt refinancing
- Implemented new Level Pay Plan and Winter 2000 Payment Arrangement Program to assist residential/commercial customers with high gas bills, which spread out bills over several months to ease the financial burden
- Temporarily expanded hours of operation, services and level of staffing during energy crisis to better assist customers
- Installed phone system at all five Lobby workstations to improve call-waiting time for utility and other customers
- Coordinated Citywide program to use volunteers to process Utility Users Tax Exemption applications for low-income senior citizen and disabled customers
- Implemented a Purchasing Card Program, which should make purchasing easier, more efficient and increase management capabilities for City departments
- Obtained City Council approval for several Proposition "L" contracts, including those relating to grounds and landscaping and security services, saving the City over \$3 million annually
- Implemented latest release of financial system software and began planning for the upcoming Summer 2001 "major" upgrade implementation, in order to ensure that the City's financial system has the most up-to-date and modernized system
- Received the 2000-2001 California Society of Municipal Finance Officer's awards for Excellence in Operational Budgeting and Merit in Public Communication Budgeting

NOTES:

The Department of Financial Management is a City Manager department. The Accounting Bureau Summary includes the FY 00 Actuals for the Technical Systems Division. This division was combined with the Accounting Bureau in FY 01. The Administrative Services Bureau Summary includes the FY 00 Actuals Budget for the Department's Executive Office. This bureau was combined with the Administrative Services Bureau for FY 01.

Financial Management Department & Citywide Activities Summary

Citywide Activities include:

Citywide activities are included on the Financial Management Department & Citywide Activities Summary page.

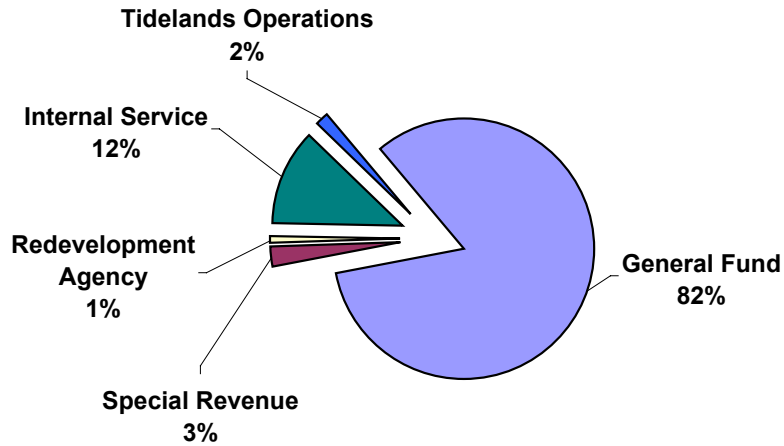
This summary includes the Financial Management operating budget as well as the following activities:

"XC" Citywide contains certain Citywide revenues, transfers and expenditures. Citywide receipt of property taxes and Citywide payments for Pension Obligation Bonds are examples of this. "XI" contains interfund transfers for the indirect cost allocation plan. "XJ" Joint Powers Authority contains expenditures for City involved joint power activities.

"CM14/CM16" contains certain Citywide activities directed by the City Manager. The Special Advertising and Promotion and the Management Assistant program are examples of these. The second Department Summary page strictly includes the Financial Management Department operating budget.

	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	96,305,628	108,837,062	102,222,083	116,265,954
Non-Personal Services	34,903,632	31,871,720	46,810,005	61,636,930
Internal Services	10,205,361	9,191,132	8,591,962	11,187,068
Capital Outlay	160,909	69,350	122,071,101	1,750,000
Debt Service	22,362,596	23,905,714	31,029,202	36,999,805
Operating Transfers	22,805,766	28,061,106	26,651,056	29,545,284
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
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TOTAL EXPENDITURES	186,743,893	201,936,084	337,375,408	257,385,042
REVENUES:				
Property Taxes	44,160,323	45,671,000	49,090,974	51,249,000
Other Taxes	124,176,105	126,010,971	145,458,453	136,610,028
Licenses and Permits	634,504	321,525	776,660	722,000
Fines and Forfeitures	124,459	180,400	113,372	127,600
Use of Money & Property	32,165,385	28,005,655	30,814,461	29,488,530
Revenue From Other Agencies	41,894,056	45,823,400	48,358,505	49,808,625
Charges for Services	1,379,281	1,414,166	6,818,869	24,725,572
Other Revenues	6,962,020	1,133,186	17,119,680	795,186
Interfund Services-Charges	132,120,467	123,705,109	119,711,397	137,063,039
Intrafund Services-GP Charges	5,835,723	4,968,707	5,520,368	6,823,156
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	13,303,500	0	131,678,897	0
Operating Transfers	44,897,085	43,463,801	41,284,516	42,458,936
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TOTAL REVENUES	447,652,909	420,697,920	596,746,150	479,871,672
PERSONNEL (FTE):	N/A	N/A	N/A	N/A

Financial Management Department Summary



Expenditures by Fund Type

	ACTUAL FY 00	ADOPTED FY 01	ESTIMATED ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	9,027,939	9,995,350	9,460,173	10,892,883
Non-Personal Services	3,703,366	3,710,749	4,033,947	4,127,230
Internal Services	4,796,399	4,523,244	4,436,248	4,766,761
Capital Outlay	160,909	69,350	228,113	0
Debt Service	0	0	1,125	0
Operating Transfers	(101,226)	(87,988)	(76,970)	(82,988)
Depr/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	17,587,388	18,210,705	18,082,637	19,703,886

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	7,742,671	7,669,236	8,050,898	8,075,000
Licenses and Permits	76,816	90,000	141,117	122,000
Fines and Forfeitures	124,459	180,400	113,372	127,600
Use of Money & Property	18,581	0	(4,085)	0
Revenue From Other Agencies	100,559	0	113,976	0
Charges for Services	1,337,982	1,414,166	1,487,584	1,474,572
Other Revenues	1,182,610	679,198	755,337	701,198
Interfund Services-Charges	8,762,032	9,285,313	9,315,912	9,604,808
Intrafund Services-GP Charges	603,581	608,707	608,707	639,833
Harbor P/R Rev Trsfs	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	19,949,290	19,927,020	20,582,818	20,745,011

PERSONNEL (FTE):	164.56	169.06	169.06	171.06
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Accounting Bureau Summary

SERVICES PROVIDED:

Management and maintenance of the City's accounting, payroll, accounts payable systems and processes. Preparation of management and annual audited financial reports.

SERVICE IMPROVEMENT OBJECTIVES:

To complete the annual financial reports by January 31, 2002.

Bill to receive grant funds within 30 days of eligibility.

To conduct financial system user training.

Reduce number of days to produce vendor payments.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of days to process vendor payments	New	New	New	30
# of financial system training classes	New	100	110	115
CIP billings processed within 30 days	90.0%	90.0%	98.0%	98.0%

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	2,571,834	2,951,965	2,657,373	3,018,665
Non-Personal Services	544,890	559,945	560,514	714,595
Internal Services	1,296,245	1,223,256	1,169,520	1,268,531
Capital Outlay	6,466	0	330	0
Debt Service	0	0	0	0
Operating Transfers	(101,226)	(30,000)	(22,457)	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	4,318,209	4,705,166	4,365,280	5,001,791

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	23,149	0	0	0
Revenue from Other Agencies	100,559	0	12,151	0
Charges for Services	2,100	0	2,250	0
Other Revenues	9,942	0	8,774	0
Interfund Services - Charges	0	527,999	513,998	527,999
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	135,749	527,999	537,173	527,999

PERSONNEL (FTE):	45.00	47.00	47.00	45.40
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Administrative Services Bureau Summary

SERVICES PROVIDED:

Provide internal administrative services to the Department of Financial Management and provide purchasing services to all departments.

SERVICE IMPROVEMENT OBJECTIVES:

To attain goal of 15% Minority-owned Business Enterprise (MBEs) expenditures of total procurement expenditures, per City Council adopted program.

To attain goal of 15% Women-owned Business Enterprise (WBEs) expenditures of total procurement expenditures, per City Council adopted program.

To conduct 12 departmental outreach training sessions on purchasing system (ADPICS) use.

To create 750 Blanket Purchase Orders (BPOs) to facilitate more efficient purchasing practices.

To conduct 2 Citywide recyclable/environmentally preferable product educational training sessions.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
% of MBE procurement expenditures	11.6%	15.0%	12.0%	15.0%
% of WBE procurement expenditures	12.8%	15.0%	13.0%	15.0%
# of outreach training sessions	New	8	8	12
# of Blanket Purchase Orders (BPOs)	New	550	650	750
# of recyclable/environmental training sessions	New	2	2	2

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	1,153,533	1,209,915	1,109,367	1,429,591
Non-Personal Services	168,984	80,150	377,655	160,451
Internal Services	(596,574)	(545,479)	(581,104)	(614,555)
Capital Outlay	23,455	0	53,644	0
Debt Service	0	0	0	0
Operating Transfers	0	0	(42,550)	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	749,397	744,586	917,013	975,487

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	(4,465)	0	(4,085)	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	0	0	0	0
Interfund Services - Charges	79,240	75,892	75,492	55,425
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	74,775	75,892	71,407	55,425

PERSONNEL (FTE):	17.00	17.00	17.00	19.00
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Budget Management Bureau Summary

SERVICES PROVIDED:

Coordinate preparation of the City's annual budget and monitor and analyze the City's budget throughout the fiscal year.

SERVICE IMPROVEMENT OBJECTIVES:

To provide at least 130 department personnel with Citywide budget training.

To work with the Mayor, City Council, City Manager, City departments and others to help the general public understand the City's finances and budget.

To continue to refine the new budget preparation system and maximize its utilization.

To continue to improve budget document for enhanced user readability and understanding.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
# of City staff trained	130	130	128	130
# of public presentations	13	6	7	6
# of budget awards received	New	New	3	2

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	581,087	552,710	576,176	634,722
Non-Personal Services	13,548	16,325	13,096	16,325
Internal Services	163,289	145,144	155,538	165,325
Capital Outlay	72	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	757,996	714,179	744,810	816,372

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	30	0	0	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	175	0	130	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	205	0	130	0

PERSONNEL (FTE):	7.00	7.00	7.00	7.00
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Commercial Services Bureau Summary

SERVICES PROVIDED:

Provide quality centralized customer service, billing, and collection functions for the City, including utility departments, business licenses, parking citations, and marina billings. Manage revenue received and perform banking functions.

SERVICE IMPROVEMENT OBJECTIVES:

To exceed a collection rate of 82% on City issued parking citations.
 To exceed a 3.0 productivity ratio of revenue/expenditures for Business License Inspectors.
 To process and deposit 99% of funds tendered within 24 hours of receipt.
 To exceed an average collection rate of 95% of all miscellaneous billings for City services.
 To resolve 99% of all utility customer problems within the Commercial Services Bureau.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Parking Citations collection rate	79.8%	82.0%	83.0%	82.0%
License Inspector Revenue/Expense ratio	New	3.0	4.0	3.0
% of payments processed within 24 hours	99.0%	99.0%	99.0%	99.0%
Average miscellaneous billings collection rate	94.2%	97.0%	94.4%	95.0%
% of utility customer problems resolved	New	99.0%	99.4%	99.0%

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	4,210,332	4,623,405	4,617,857	4,917,020
Non-Personal Services	2,466,803	2,587,712	2,623,282	2,760,712
Internal Services	3,746,443	3,505,419	3,495,489	3,847,111
Capital Outlay	129,400	69,350	174,139	0
Debt Service	0	0	0	0
Operating Transfers	0	0	692	(25,000)
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	10,552,979	10,785,886	10,911,459	11,499,843

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	7,742,671	7,669,236	8,050,898	8,075,000
Licenses and Permits	76,816	90,000	141,117	122,000
Fines and Forfeitures	124,459	180,400	113,372	127,600
Use of Money & Property	(134)	0	0	0
Revenue from Other Agencies	0	0	22,431	0
Charges for Services	150,966	158,900	190,858	161,200
Other Revenues	733,457	629,198	740,989	651,198
Interfund Services - Charges	8,682,792	8,681,422	8,726,422	9,021,384
Intrafund Services - GP Charges	603,581	608,707	608,707	639,833
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	18,114,608	18,017,863	18,594,794	18,798,215

PERSONNEL (FTE):	89.56	90.06	90.06	90.06
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Special Projects Bureau Summary

SERVICES PROVIDED:

The Special Projects Bureau monitors and responds to all Sales Tax and Public Employees Retirement System (PERS) related legislation issues, State Board of Equalization and State of California PERS (CalPERS) Board meetings and supports the Budget, Treasury and Commercial Services Bureaus.

SERVICE IMPROVEMENT OBJECTIVES:

Monitor and recommend City positions on State legislation and CalPERS Board actions regarding pension issues.

Monitor and recommend City positions on State legislation and State Board of Equalization (SBOE) actions concerning sales and property tax issues.

Support Director of Financial Management on special projects as assigned (e.g. Energy-related issues).

Work with local business to encourage self-accrual of sales/use tax.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
% of applicable pension legislation monitored	N/A	N/A	N/A	100%
% of applicable sales tax legislation monitored	N/A	N/A	N/A	100%
# of PERS related meetings coordinated/attended	N/A	N/A	N/A	6
# of SBOE issues monitored & testified to and board meetings attended	N/A	N/A	N/A	3

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	0	0	285	163,503
Non-Personal Services	0	0	0	45,350
Internal Services	0	0	4,016	(119,774)
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers	0	0	0	0
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	0	0	4,301	89,079

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	0	0	0	0
Charges for Services	0	0	0	0
Other Revenues	0	0	0	0
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	0	0	0	0

PERSONNEL (FTE):	0.00	0.00	0.00	1.60
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Treasury Bureau Summary

SERVICES PROVIDED:

To structure debt financing and manage outstanding debt obligations; to invest, manage and perform diagnostics on the City's and related agencies' operating and long-term portfolios; review and recommend enhanced cash management policies; administer and monitor the City's assessment districts for collections and delinquencies; administer City's defined contribution plans and manage asset/debt management fee allocation structure and monitor major revenue sources.

SERVICE IMPROVEMENT OBJECTIVES:

Manage outstanding City debt obligations to ensure compliance and determine potential refunding opportunities.
 Maintain or improve the City's debt rating of Aa-.
 Evaluate new cash mgmt. techniques, products and systems that will enhance and improve current cash mgmt. functions.
 Ensure the credit rating of the City's Investment Pool at AAAf.
 Optimize returns on the City's portfolio of short-term to mid-term securities.
 Compare investment returns to appropriate benchmarks while maintaining adequate liquidity.
 Provide revenue estimates to the Budget Bureau for Citywide activities.

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
QUANTITATIVE MEASURES OF SERVICE:				
Performance of short-term portfolio return to 91-day T-Bill benchmark	100.0%	100.0%	112.0%	100.0%
Performance of long-term portfolio return to 1-3 year Govt/Corp benchmark	100.0%	100.0%	99.1%	100.0%
% of City funds invested	100.0%	100.0%	100.0%	100.0%
Ratio of short-term/long-term funds	24/76	25/75	35/65	30/70

	ACTUAL FY 00	ADOPTED FY 01	EST. ACTUAL FY 01	ADOPTED FY 02
EXPENDITURES:				
Personal Services	511,152	657,356	499,115	729,382
Non-Personal Services	509,141	466,617	459,400	429,797
Internal Services	186,997	194,904	192,789	220,123
Capital Outlay	1,516	0	0	0
Debt Service	0	0	1,125	0
Operating Transfers	0	(57,988)	(12,655)	(57,988)
Depreciation/Amortization/Depletion	0	0	0	0
Prior Year Encumbrance	0	0	0	0
TOTAL EXPENDITURES	1,208,806	1,260,888	1,139,774	1,321,314

REVENUES:				
Property Taxes	0	0	0	0
Other Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Fines and Forfeitures	0	0	0	0
Use of Money & Property	0	0	0	0
Revenue from Other Agencies	0	0	79,394	0
Charges for Services	1,184,916	1,255,266	1,294,476	1,313,372
Other Revenues	439,036	50,000	5,444	50,000
Interfund Services - Charges	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0
Other Financing Sources	0	0	0	0
Operating Transfers	0	0	0	0
TOTAL REVENUES	1,623,952	1,305,266	1,379,314	1,363,372

PERSONNEL (FTE):	6.00	8.00	8.00	8.00
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Budget Commentary

SPECIAL ADVERTISING AND PROMOTIONS FUND Fund SR 133

CITYWIDE PROMOTION	FY 01 ADOPTED	FY 02 ADOPTED
Long Beach Convention and Visitors Bureau	* \$3,729,000	* \$3,729,000
July 4 th Fireworks	30,000	30,000
Film Permits and Photography	77,000	77,000
Long Beach Junior Concert Band	122,000	137,500
General City Promotion and Special Events	** 461,053	** 462,953
Program and Special Events Administration	380,843	400,049
Public Corporation for the Arts Newsletter	13,500	13,500
TOTAL	\$4,813,396	\$4,850,002

The activities noted above are highlights of the Special Advertising and Promotions Fund.

*Includes	\$3,579,000	Long Beach Convention and Visitors Bureau Activities
	115,000	Rose Parade Float
	<u>35,000</u>	Mayor and City Council Grand Prix Events
	\$3,729,000	

**Includes the following City-sponsored events: Daisy Avenue Parade; Martin Luther King, Jr. Parade; and Veterans Day Parade, in addition to other General City Promotion and Special Events activities.

OTHER CITYWIDE ACTIVITIES

Many citywide activities are budgeted in the XC, XE, XI, XJ and CM14/CM16 organizations; some examples include the following:

GPF Transfer to Capital Projects	\$	7,859,250
Police & Fire Pension		6,869,000
Prop. A Transfer to Bus Company		4,060,000
Debt Service-Tax Revenue Notes		1,057,500
Bus. Lic. Surcharge for CIPs		1,088,000
City Arts Support		1,750,000
Health & Human Services Support		543,480

Financial Management Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

CLASSIFICATION	FY 00 ADOPT FTE	FY 01 ADOPT FTE	FY 02 ADOPT FTE	FY 01 ADJUSTED SALARIES	FY 02 ADOPTED BUDGET
DIRECTOR OF FINANCIAL MANAGEMENT	1.00	1.00	1.00	147,100	151,513
ACCOUNTANT II	2.00	1.00	1.00	45,411	46,773
ACCOUNTANT III	10.00	11.00	11.00	628,294	647,143
ACCOUNTING CLERK II	6.00	6.00	6.00	187,094	192,707
ACCOUNTING CLERK III	8.00	8.00	8.00	294,247	303,074
ACCOUNTING OPERATIONS OFFICER	1.00	1.00	2.00	92,756	162,279
ACCOUNTING TECHNICIAN	3.00	3.00	3.00	122,974	126,664
ADMINISTRATIVE ANALYST II	2.00	1.00	1.00	61,421	63,264
ADMINISTRATIVE ANALYST II - CONF	-	1.00	-	38,449	-
ADMINISTRATIVE ANALYST III	2.00	2.00	4.00	66,306	272,841
ADMINISTRATIVE ANALYST III - CONF	4.00	4.00	5.00	370,999	341,411
ASSISTANT ADMINISTRATIVE ANALYST I	-	1.00	-	38,888	-
BUSINESS SERVICES OFFICER	1.00	1.00	1.00	69,671	71,761
BUYER I	2.00	3.00	3.00	139,833	144,028
BUYER II	2.00	2.00	2.00	109,701	112,992
CITY CONTROLLER/SPECIAL PROJECTS	1.00	1.00	1.00	106,957	110,166
CITY TREASURER	1.00	1.00	1.00	103,334	106,434
CLERK II	1.00	1.00	1.00	24,291	25,019
CLERK III	1.00	1.00	1.00	26,465	27,259
CLERK TYPIST II	1.00	1.00	1.00	32,635	33,614
CLERK TYPIST III	4.00	4.00	4.00	133,232	137,229
CLERK TYPIST IV	1.00	1.00	1.00	32,149	33,114
CUSTOMER SERVICE REP II-NC	3.56	4.06	4.06	132,686	132,686
CUSTOMER SERVICE REPRESENTATIVE II	21.00	21.00	21.00	666,395	686,389
CUSTOMER SERVICE REPRESENTATIVE III	45.00	45.00	45.00	1,679,135	1,728,319
CUSTOMER SERVICES OFFICER	1.00	1.00	1.00	69,671	71,761
CUSTOMER SERVICES SUPERVISOR I	7.00	7.00	7.00	322,747	332,283
CUSTOMER SERVICES SUPERVISOR II	2.00	2.00	2.00	91,085	93,818
DIVERSITY OUTREACH OFFICER	-	-	1.00	-	81,364
EXECUTIVE SECRETARY	1.00	1.00	1.00	46,743	48,146
FINANCIAL SERVICES OFFICER	1.00	1.00	1.00	74,317	76,546
GRANTS ACCOUNTING OFFICER	1.00	1.00	-	83,281	-
LICENSE INSPECTOR I	3.00	3.00	3.00	126,293	130,082
LICENSE INSPECTOR II	1.00	1.00	1.00	44,274	45,603
MANAGER-ACCOUNTING OPERATIONS	-	-	1.00	-	95,539
MANAGER-ADMINISTRATIVE SERVICES	1.00	1.00	1.00	92,100	94,863
MANAGER-BUDGET MANAGEMENT	1.00	1.00	1.00	103,178	104,189
	=====	=====	=====	=====	=====
SUBTOTAL PAGE 1	142.56	145.06	148.06	6,404,113	6,830,872

Financial Management Department Personal Services

FY 01 Adjusted Salaries are annualized budget amounts. Actual expenditures (as reflected in the Department Summary) may be different due to vacancies, other employee turnover and the timing of salary increases.

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